

CIS 02-CCFSFAP – Child Care Family Support Financial Assistance Version 1/5/12

Acronyms:

CIS CCC – Children's Integrated Services Child Care Coordinator

CCFSFAP – Child Care Family Support Financial Assistance Program (this name is intended to avoid confusion with the health-based Family Support services available through CIS)

FAP – Financial Assistance Program

FS – Family Support

BFIS – Bright Futures Information System (houses all FAP and Child Care provider data for CDD)

FSD – Family Services Division

PS – Protective Services FAP

CSHN – Child with Special Health Need FAP

1. This form is intended to replace the old Family Support FAP application ("blue app").

- a. The scoring sheet is still required to be completed by the CIS CCC with the team reviewing this FAP form.
- b. "Income Eligibility" FAP application still must be completed and submitted for entry into BFIS.
- c. Award/denial letters are still required to be completed by the CIS CCC.

2. It is intended that someone applying for Fam. Supp. FAP will have a CIS referral and intake form completed (these may accompany this form or have preceded it for a family who was previously enrolled in a CIS services before applying for FAP), as well as an Authorization form signed along with this new supplemental for CIS02-FS.

- a. Therefore – documentation needed when reviewing a family for FS FAP determination is:
 - i. CIS-01 and verbal consent
 - ii. CIS-02
 - iii. CIS-02FS (or the equivalent contained in existing CIS documentation – see FAQ question #8 below)
 - iv. CIS-03 (is not required at referral, but is preferred. A CIS-03 is required for FSFAP determination discussions)
 - v. Application for Child Care Financial Assistance
 - vi. Any supporting documentation necessary to support info. provided in any of the above

3. The CIS-02-FS is intended to be completed in an engaged interview process between the family and a CIS provider. This is no longer considered an 'application' and should not be handed to a family for them to fill out.

- a. Anyone working with a family can conduct this interview and gather the information necessary for consideration for the FAP benefit. The person

gathering this info. may be the person who presents this information to the CIS Team for review and determination.

4. **This is a web-based form, just as with all other CIS documents, and therefore expandable as you type.**

5. **Additional information for families.**

It is expected that the first page of the CCFSFAP supplemental will be explained to the family and left with them. Additionally, the Specialized Child Care handbook is still a valuable tool for helping families accessing specialized child care services learn more about these services and the FAP program. These handbooks should still be given to families and child care providers as appropriate.

FAQ's

1. **Is there an assumption that all families applying for Family Support will also want other CIS services? Not all will, nor will a referral be the best option in some situations. Is there an option not to do a CIS Intake and Referral?**
 - a. FS FAP is a CIS Service and CIS01, CIS02, CIS02-FSFAP and CIS03 are required
 - b. The CIS Primary Service Coordinator is determined (as with all CIS cases) by the primary service need/relationship identified with the family.
 - c. The CIS Child Care Coordinator may support all other service providers in working with families about this CIS service (either through co-visiting, providing TA or consultation to the CIS Primary Service Coordinator).
 - d. The information needed for the CIS team making a FSFAP determination should be obtained by a CIS or other professional through an engaged and interactive conversation with the parent/guardian to effectively understand and document the parent/guardian and family needs as that parent/guardian identifies their needs.
2. **Will others be able to work with the family to complete the Family Support form, such as Family Service social workers, who often help families now who they are not opening, but need assistance with childcare? Most families open up more so to those they have already built a relationship with. It is their current support person who often encourages them to share as much as they do on the current Family Support applications.**
 - a. Yes. Anyone serving the family can gather this information. If they need support in how to conduct the interview or what information or documentation is needed to support the information the family has shared the CIS Child Care Coordinator can consult and/or provide TA to help them.
3. **If the intent is to have families interviewed, who is actually completing this form; us or the family?**
 - a. The documentation is intended to be completed by a service provider assisting the family (this may be the CIS Child Care Coordinator, or can be any other service provider who is involved with the family – see #2a above.

- 4. Will additional pages be developed for this new form that will include a consent page, also listing what other services the family is receiving?**
 - a. All information necessary for making a FS FAP determination is collected by the required CIS forms and CC FAP FAP supplemental form, including consent.
- 5. Is the intent to increase the space within this document so families can share their information in a complete manner?**
 - a. The form will be 'expandable' as you type into it when it is available on the web.
 - b. If you are unable to type into the form, you can open the document, using your "enter" key within each "box" add additional space and then print the document blank so it can be hand-written into. Or you can write all information on additional sheets of paper to correspond with the questions and topic areas and include these additional pages in the client's file.
- 6. After the determination is made, what happens next?**
 - a. An award/denial letter is sent to the family from the CIS Child Care Coordinator (the State CIS team recognizes these letters need updating)
 - b. A CIS Child Care Coordinator – or other designated Service Coordinator – may wish to also speak to the family in person/by phone to discuss the award or denial of this benefit.
 - c. A plan is completed with the family OR outcome(s) added to the family's existing One Plan if the FS FAP benefit is awarded
 - d. If the FS FAP is denied, but it is determined the family would benefit from CIS services AND they accept them, a One Plan would be completed.
 - e. The CIS Child Care Coordinator may be the primary service coordinator OR may support the CIS primary service provider serving the family to complete the One Plan (or update the existing One Plan) to reflect the FS FAP and issues that were identified through this process.
- 7. What about children over the age of 6.**
 - a. All CIS documentation (and CDD FAP application) is required to be completed, even for children over the age of 6, for families seeking the Family Support FAP benefit. Data on families/children served by CIS Child Care Coordinators serving specialized populations in your FAP work would be shared with CIS Coordinators for inclusion in their data reported to CDD of the numbers served by CIS, meeting timelines, achieving goals (when served more than 3 visits), etc.
- 8. What if the family is already being served by other CIS services and most, if not all, of the information gathered using the CIS-02-FSFAP is already known by CIS service coordinator?**
 - a. You do not need to use the CIS02-FS form if all the information it seeks to gather is already contained within other CIS documentation. If not all the information is contained in other CIS documentation, then you would only complete those questions from the CIS02-FS that are not contained in other CIS documentation. You do not need to repeat information.

- b. A copy of the CIS documentation containing all information needed for determining the Child Care Family Support Financial Assistance Program benefit must be kept in the FAP file by the CIS Child Care Coordinator.
- 9. What about Refugee's who CDD policy indicates are automatically eligible for Family Support FAP for up to 1 year?**
 - a. Danielle will follow up with the FAP unit regarding what documentation policy/regulation requires re: the refugee population.
- 10. What if a child is receiving CIS services already, then the family seeks FS FAP for that child's child care needs – do you do all this documentation under the parent's name, or can you add an outcome to the child's existing One Plan?**
 - a. The CIS State Team needs to consider this question further and an answer will be provided. Until then, please see the final FAQ at the bottom of this guidance.
- 11. Who do you record as the 'client' in the 'client-name' at the bottom of the CIS forms for families applying for FSFAP?**
 - a. The 'client' name intended to be recorded for FSFAP documentation is the parent/guardian seeking this benefit.
- 12. Who enters data into BFIS?**
 - a. If the income application is received by the Child Care Community Support Agency, they will enter this in BFIS and make a determination of eligibility. The FAP unit is working to update FAP letters to include CIS language for FAP recipients and those denied.
 - b. If the income application is received accompanied by the CIS documentation required for consideration of Family Support FAP, then the CIS Child Care Coordinator will enter and process both regular FAP and FSFAP.
- 13. How will we know if a family is getting another CIS service?**
 - a. This information is shared at the Referral team meetings. Therefore, it is critical that all specialized child care work related to those receiving FAP be shared with the CIS Coordinator ideally by using the CIS-01 referral form.
- 14. Where does this FSFAP documentation get maintained?**
 - a. If the CIS Child Care Coordinator is the primary service coordinator, then he/she would hold all documentation and this 'file' would also be used for the FAP file documentation he/she is required to maintain for the FAP program.
 - b. If the CIS Child Care Coordinator is not the primary service coordinator, then he/she will need to create a file to meet FAP requirements. This file must contain, at a minimum, the above referenced documentation and the completed plan that indicates FSFAP goals and services.
- 15. Family Support is confusing term in our CIS meetings when we have two Family Support functions that are very different from one another. Are we not referring to Child Care Family Support as Specialized Child Care?**
 - a. The CIS State Team agrees. Therefore, in this documentation we are describing this as Child Care Family Support Financial Assistance. However, because this is the term referenced in CDD Child Care FAP policy and regulations, as well as other official State documentation and laws, changing the name is not simple. We understand the challenges this name issue causes and are working diligently to be as clear as possible when we

reference Family Support Financial Assistance benefits versus the CIS Family Support service. We hope titling this as “Child Care Family Support Financial Assistance” will help provide more clarity.

16. What if a parent/guardian doesn't wish to sign a CIS-03 authorization form?

- a. Since benefit eligibility, by CDD regulation, is required to be determined by a team of professionals, in order for a family to be considered for this benefit, they must sign the consent. If they do not wish to, the CIS person assisting them can still work with the parent/guardian around services and/or supports or referrals, other than the FSFAP benefit, that might be assistive to them.

17. Will there be a cut off for agencies to not be able to accept the current FS applications once the new application is in place? Can we accept the old applications and input the information into the CIS02-FS application ourselves for a small period of time?

- a. CDD is not intending to print any more Family Support Applications. Therefore, if a community runs out of applications prior to the finalization of this document, CDD will accept this draft version in lieu of the 'old' Family Support Application as all required data for eligibility determination is able to be collected using CIS-01, CIS-02, CIS-02-FSFAP, and CIS-03 documents.
- b. After this document is finalized, there will be a 6 month transition period allowed for necessary outreach activities to be completed within communities for full transition to the use of the CIS documentation for FSFAP determinations. The One Plan as the planning document is already required – meaning, at a minimum, the Outcome, Service Grid, and consent for services pages.

18. When do you do a One Plan with a family seeking FAP?

- a. The following is guidance for the use of the CIS One Plan with families needing specialized child care services:
 1. When specialized child care support (not FAP) is one of the services a child/family needs to ensure success for a child in the child's child care setting, child care should be acknowledged within the child's or parent/guardian's plan with appropriate goals.
 2. When the child is a PS child with no other CIS services, child care is noted within the Family Services Division's plan for the child/family and that is sufficient to serve as the single plan for the child/family – so a CIS-01 form would be completed and passed to the CIS Coordinator, but no CIS One Plan would be developed.
 - a. IF other CIS services are needed, those services would follow #1 above and a plan would be developed for those services. This plan would acknowledge the Family Services Division's plan, and the FSD social worker would be a member of the CIS team.
 3. When the child is receiving Family Support Financial Assistance to attend child care, and no other CIS services, the One Plan would be developed with the family using the CIS-01, CIS-02, CIS-02-FSFAP, and CIS-03 as a basis of making a determination and developing the One Plan with the family.

- a. If FSFAP is the only CIS service a parent/guardian receives, then the One Plan would consist of an outcome/outcomes related to supporting the family moving off the need for this benefit, and an associated service grid and signature page for delivery of services from the One Plan.
 - b. If the parent is the identified “client” of other CIS services, then their existing One Plan should be expanded to include the FSFAP with appropriate goals.
 - c. If a child in the family is receiving other CIS services, a One Plan would need to be completed with the parent/guardian as the identified client because FSFAP is a service for a parent/guardian. However, the receipt of FSFAP by the family to support the child’s attendance in child care should be referenced within the child’s plan in order to support any necessary coordination.
4. When the child is receiving CSHN child care financial assistance, and no other CIS services, the CIS Child Care Coordinator would determine, on an individualized basis – based on an analysis of other services/activities the family is involved with, if development of the One Plan with the family would be beneficial. Ex. If the family is being served by the school, child care could be adequately acknowledged within the school’s plan for the child (IEP, CSP, etc...)
 - a. IF other CIS services are needed, child care and CSHN FAP should be acknowledged within the child’s plan with appropriate goals.
5. When a child care provider needs intensive, on-going (more than 3 visits) support to ensure successful inclusion of a child/children with specialized needs in their program or to support the program’s provision of high quality specialized child care services, the CIS One Plan should be used with the child care to develop the consultation goals and services. This plan may not be as robust as a plan for a family involved with multiple services. However, the framework is valid to document the CIS work toward achievement of goals with the program director and staff as appropriate.
6. CIS review and transition planning documentation should be used for specialized child care FAP-only families, and child care providers, in addition to any other person receiving a CIS service.